

**FACILITIES SUPERVISOR // CROSSROADS CHURCH**

The Facilities Supervisor oversees the day-to-day building operations including maintenance, repair and ensuring a generally aesthetically appealing facility.

**ROLES & RESPONSIBILITIES**

- Prepare the worship center and lobby to ensure it is presentable and clean for weekend services and other events.
- Coordinate set up, tear down, and food for funerals.
- Coordinate set up and tear down for weekend services and events as needed.
- Manage ongoing repair and maintenance of the building as needed.
- Develop and supervise volunteer maintenance teams.
- Coordinate grounds maintenance and landscaping including developing and supervising volunteer beautification teams.
- Maintain safe sidewalks in the winter between time of commercial snow removal Monday through Friday.
- Order, pick-up and maintain adequate stock levels of building and custodial supplies.
- Order kitchen and café supplies as needed.
- Monitor campus facility invoices and budget.
- Monitor Woodbury campus calendar in Planning Center and room setup.
- Manage campus calendar and coordinate room scheduling.
- Coordinate the issuing of building keys, credit cards, and Woodbury security cards.
- Act as main contact for security company.
- Maintain telecoms for all campuses.
- Act as backup front desk coverage, check signer, and bank deposit person.

**QUALIFICATIONS & EXPECTATIONS**

- Education: Minimum of High School diploma is required.
- Qualifications
  - 2 years of facility experience.
  - Knowledge of HVAC, telecommunications, security, fire safety, electrical, plumbing and irrigation.
  - Self-motivated with ability to work independently in a team setting.
  - High-level organization skills and attention to detail.
  - Strong interpersonal skills including written and verbal communication with staff and vendors.
- Environment
  - Work is accomplished about 80% indoors and 20% outdoors.

- Normal working schedule is Monday through Friday but flexible scheduling periodically to work occasional nights and weekends and on call for off hour issues.
- Ability to lift up to 50lbs is required. Physical exertion is to be expected at times.
- **Crossroads Staff Culture // Manifests the following culture traits:**
  - Expect God to Move – We believe God is still in the business of performing miracles.
  - Move as ONE – We believe that as a multisite church, we move faster, further, more effectively together.
  - Take it personally – We believe our “jobs” are a holy calling.
  - Be actively FOR each other – We believe we are family.
  - Invest in the next – We believe in the potential of the next Generation.
  - Leave the 99 – We believe people far from God matter to God and therefore should matter to us.

**Classification:** Exempt; Salaried

**Status:** Full-time

**Directly Reports To:** Director of Operations